



**Bankim Sardar College**  
**College with Potential for Excellence**  
NAAC Reaccredited & RUSA Beneficiary

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**Tender Notice**

Inviting Quotation for Security Guard Service  
05.04.2022

Bankim Sardar College requires services of security personnel for its college campus at PO & Vill: Tangrakhali, South 24 Parganas, 743329 for a period of one year from 01/05/2022 to 30/04/2023.

For and on behalf of the Governing Body, Quotations are invited in sealed envelope from reputed security agencies having sound background with minimum 05 years of experience in providing security services.

Interested parties may send their offer for the above, in a sealed cover super scribed on top of the envelope "Offer for Security Services at Bankim Sardar College" along with

- 1) a list of present clients
- 2) performance certificates, from the major clients.

The application in sealed envelope is to reach the following address

The Principal, Bankim Sardar College, PO & Village – Tangrakhali, 743329 Mob: +91 9674783537

Date of submission – April 6, 2022 to April 20, 2022 (excluding Holidays and Sundays)

Time of submission – 11 am to 2 pm

Email submission not accepted.

Thanking you  
Yours sincerely

Dr Tilak Chatterjee  
Secretary  
Governing Body  
(for and on behalf of Governing Body)

Please find and Read Annexure I Annexure II and Annexure III

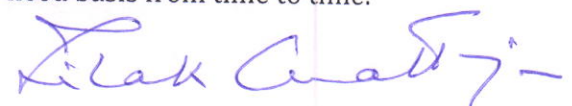
**Principal**  
**Bankim Sardar College**

Address - P.O. - TANGRAKHALI DISTRICT : SOUTH 24 PARGANAS PIN : 743329

Log in to [www.bankimsardarcollege.org](http://www.bankimsardarcollege.org)

## Annexure I – Instructions and Terms and Conditions

1. Bankim Sardar College (henceforth to be read as BSC) intends to award work contract for Security Guards in its college campus at PO & Vill: Tangrakhali, South 24 Parganas, 743329, initially for a period of one year from 01/05/2022 to 30/04/2023 subject to extension of tenure upon satisfactory performance during the first year of contract
2. The Security Agency is to be selected through competitive bidding and such selection is to be decided by the tender committee / purchase committee on the basis of competitive quotations (financial bids) as obtained from reputed vendors as per the requirements of the tender notice.
3. The security guards as deployed by the security agency should be on the pay roll of the security agency and the security agency is to conform to all laws and by laws of the state government, towards payment of wages, bonus etc without any extra charge to the BSC.
4. This being a pure works contract, the personnel engaged and deployed by the Security Agency at BSC premises will be in no way be deemed as working under employment of BSC and there shall not exist any employer-employee relationship between BSC and the Security Agency or his personnel deployed by him.
5. The Security Agency or personnel shall have nothing to do with BSC either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force.
6. The Security Agency shall meet any obligation in any eventuality.
7. The Security Agency shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and BSC will have no responsibility, whatsoever.
8. The security guard so deployed should be duly qualified and trained to the satisfaction of BSC, having at least 2 years' experience of serving as a security guard and should have been with the Security Agency for a period of not less than 1 year.
9. The following minimum criteria are to be adhered to for carrying out the duties/works as per requirement.
  - a) He/ She should be minimum 10<sup>th</sup> Class Pass.
  - b) He should be within the age group of 23-35 and have a good built up, free from all illness.
  - c) He should have minimum 1 years' experience with your firm.
  - d) He should have undergone one month Basic Security Guard Training preferably Programme Level-I from a recognized training institute/ trainer.
  - e) He should have ability to identify a person through photo I-card, biometric I card, etc
  - f) He should have sufficient knowledge of operating and controlling electronic security gadgets e.g. basic of PC, CCTV, baggage x-ray scanner, handling and use of wireless communications devices etc.
  - g) Elementary knowledge/orientation about bio-metric access system.
  - h) He should have ability for identification of a suspect, through body language.
10. The above services are required on 24 hours basis for 365 days a year including Sundays, Festivals, National Holidays/ Holidays without any overtime. The above services are required on monthly job basis. Adequate number of personnel would be deployed by the contractor in suitable shift duties. Exact working hours will be fixed in consultation with Officer-in-Charge of BSC.
11. The security agency has to provide proper uniform with his organization's name/logo, shoes, raincoat, umbrella and I-card, Leather Belts, Caps, shoes/ boots, Mufler/Tie, 6 cell torch lights etc to be provided to guards without any extra charges to BSC.
12. During rainy and winter seasons Rain coats, Overcoats, Six feet long bamboo sticks, Whistles etc. should be provided to the guards without any extra charges to BSC.
13. BSC reserves the right to modify the requirements of personnel on need basis from time to time.



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14. The charges for extra deployment would also be accordingly modified based on prevailing Minimum wages.
15. The security agency has to arrange for the latest police verification from the parental police station of the employee as well as from the present residential address police station of the persons deployed within one month of the award of work and would issue name badges and I-Cards to the deployed personnel. Any subsequent changes in the deployment of personnel shall be notified in advance.
16. The security agency may inspect the building/premises thoroughly, before quoting for the work.
17. The security agency shall assist BSC to maintain liaisoning with Police Department or any statutory body on behalf of BSC from time to time to get any permission, licenses, permit etc. as required.
18. The security agency will have to pay at least minimum rates of wage, circulated from time to time by the State Govt. under the Minimum wages Act, to the personnel deployed by him at BSC.
19. Payment to the workers shall be paid directly in their bank account through Bank.
20. The contractor shall be liable for indemnifying the BSC from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). BSC will therefore not assume any responsibility thereto.
21. BSC reserves the right to reject any of the offers at technical/financial stage, if the same is not up-to the expectation of BSC.
22. Payment Terms:
  - a. The payment would be made on monthly basis after the close of each month against the invoice of the contractor.
  - b. The Monthly bill for the above said contract shall be submitted by the contractor by 7th of following month and payment shall be released upon satisfactory performance, by the end of the month after adjusting any cost borne by BSC due to any reasons, any damages caused by the contractor or his employees, down time etc., as applicable.
  - c. The payment for the preceding month shall be made on succeeding month on submission of the following documents:-
    - i. Photo copies of Wages Payment Sheet for the previous month duly signed by individuals. The contractor shall also submit copies of the appointment letters given to his workforce, once in every quarter of the year.
    - ii. Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate.
23. The security agency shall deploy adequate manpower to the satisfaction of BSC. Duty allocation and Roaster control shall be the agency's responsibility. No overtime shall be payable by BSC for any reason whatsoever.
24. The security agency shall ensure trouble free and smooth operation of the Services at all times.

#### **DESPATCH INSTRUCTIONS:**

25. All pages of the bid documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.
26. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following pages.



27. Bidders are advised to study all the bid documents carefully. Any submission in bid shall be deemed to have been done after careful study and examination of the bid documents and with the full understanding of the implications thereof.

**SUBMISSION OF BIDS:**

28. The bidders must submit their bids to Officer inviting bid as per instructions.

29. The bids received after the specified time of their submission are treated as 'Late Bids' and shall not be considered under any circumstances.

30. Bids shall be opened by authorized officer of BSC at their office at the time and date as specified in the document.

31. Bids whose bids are found techno-commercially qualified shall be informed the date and time of opening of the Financial Bids.

32. Before submission of Offer, the bidders are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc.

33. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.



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## Annexure II – Techno-commercial bid

- (1) Name of the Agency:
- (2) Name of the Proprietor / Firm / Company
- (3) Address of the Agency:

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### Please submit the following

01 INCOME TAX PERMANENT ACCOUNT NUMBER

*Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners, etc shall be furnished along with tender.*

02 An attested copy of the Power of Attorney,

*This in case the bid is signed by an individual other than the sole proprietor*

03 Proof of Turnover -

04 Proof of Net Profit -

05 Proof of Monthly Billing -

06 Proof of Registration Number for

- a. PF,
- b. ESI,
- c. Service Tax,
- d. TIN No

07 Evidence of minimum Five years experience

08 List of present clients

09 Performance certificates, from the major clients.



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## Annexure III – Schedule of Rates (For Financial Bids)

(1) Name of the Agency:

(2) Name of the Proprietor / Firm / Company

(3) Address of the Agency

(4) Mobile Number

(5) Phone Number

(6) Email ID

(7) Website

### Financial Bid (for Three Shift)

Per Month Charges per Security Guard for 8 hour service		
6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM
@ Rs	@ Rs	@ Rs

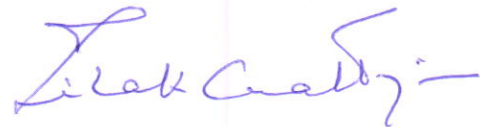
### Financial Bid (for Two Shift)

Per Month Charges per Security Guard for 8 hour service		
6 AM to 6 PM	6 PM to 6 AM	
@ Rs	@ Rs	

Signature with date

Seal

The college would decide on the shifting arrangement (either of the above)



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